

**WINSTON-DILLARD  
SCHOOL DISTRICT #116**



**We are Curious, Caring and  
Unstoppable!**

**STAFF HANDBOOK  
2025-26**

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**District policies available at [www.wdsd.org](http://www.wdsd.org)**

## CALENDAR 2025-26

### August

18, 19 First Staff/In-Service Days  
20, 21 Teacher Work Days  
25 1<sup>st</sup> Day of School

### September

01 Labor Day (Holiday) No School  
02 **School Day**  
12 All District Training Day  
26 Teacher PD Day

### October

10 Teacher PD Day  
23 **1<sup>st</sup> Quarter Ends**  
24 Teacher Work Day

### November

06 K-12 Conferences – ½ Day PM  
07 K-12 Conference ½ Day AM  
11 Veteran's Day (Holiday) No School  
21 Teacher PD Day  
26 Non-Work Day  
27 Thanksgiving (Holiday) No School

### December

12 Teacher PD Day  
22 Winter Break Begins

### January

01 New Year's Observed (Holiday) No School  
02 Winter Break – No School  
05 **Classes Resume**  
09 Teacher PD Day  
19 Martin Luther King Day No School  
22 **2<sup>nd</sup> Quarter Ends**  
23 Teacher Work Day

### February

16 President's Day No School  
20 Teacher PD Day

### March

06 Teacher PD Day  
23 Spring Vacation Begins  
30 Classes Resume

### April

02 **3<sup>rd</sup> Quarter Ends**  
03 Teacher Work Day  
09 K-12 Conferences – ½ Day PM  
10 K-12 Conferences – ½ Day AM

### May

08 Teacher PD Day  
25 Memorial Day (Holiday) No School

### June

06 DHS Graduation  
10 Last Student Day/**4<sup>th</sup> Quarter Ends**  
11 Teacher Work Days  
12 Last Teacher Day

**STAFF CALENDAR AVAILABLE AT [WWW.WDSO.ORG](http://WWW.WDSO.ORG)**

## **PREFACE**

The material covered within this staff handbook is intended as a method of communicating to employees regarding general District information, rules and regulation and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may, therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law. Board policies are available on the district website.

Any information contained in this staff handbook is subject to revision or elimination. Appropriate notice will be provided.

This handbook is not intended as a contract and does not modify any terms of the employment arrangement.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

*Equal employment opportunity and treatment shall be practiced by the district and the district does not discriminate on the basis of an individual's perceived or actual race, color, religion, sex, sexual orientation\*, gender identity, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, or mental or physical disability, or economic status, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.*

The following staff have been designated to coordinate compliance with the Americans with Disabilities Act, the American Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

*District Official Compliance Officer:*  
Dave Welker- Director of Instructional Services  
541-679-3000, ext. 3425

The following staff have been designated as the coordinator of the Title IX of the Education and civil rights coordinator:

Dave Welker- Director of Instructional Services  
541-679-3000, ext. 3425

The procedure for filing a complaint can be found on the district's home page at [www.wdsd.org](http://www.wdsd.org)

# STAFF ORGANIZATION

## School Buildings

Craig Anderson, Douglas High Principal  
Jeffrey Jones, Douglas High Assistant Principal  
Bid Van Loon, Douglas High Athletic Director  
Robert Holveck, Winston Middle Principal  
Michelle Clarno, Winston Middle Asst AD/Assistant Principal  
Janna Norton, McGovern Elementary Principal  
Lisa Dickover, Brockway Elementary Principal  
Emily Ledbetter, Lookingglass Elementary Principal

## District Office

Kevin Wilson, Superintendent/Human Resources  
Kim Shigley, Chief Financial Officer  
Kyle Micken, Food Services Director  
Dave Welker, Director of Instructional Services  
Shelby Beard, District Facilities Manager  
Michele Dunham, Administrative Secretary/Human Resources  
Joan Bunch, SPED Secretary/AP/Meal Applications  
Angela Guerrero, Payroll and Benefits

## **BOARD OF DIRECTORS**

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

Susan Chase, Board Vice Chair  
Jasmine Geyer  
Lorna Quimby  
Bob Shigley, Board Chair  
Curt Stookey

### **BOARD MEETINGS/COMMUNICATIONS**

Regular Board meetings are generally held on the second Wednesday of each month unless otherwise noted. Meetings begin at 7:00 pm. Please refer to the district website for the board meeting calendar. All regular, special and emergency meetings of the Board are open to the public unless as otherwise provided by law.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the superintendent in accordance with established lines of authority, as approved by the Board. This does not restrict protected labor relations communications of bargaining unit members.

All official Board communications, policies, and information of staff interest will be communicated to staff through the superintendent to local building supervisors and administrators.

**(District Policy BD/BDA)**

# **GENERAL INFORMATION**

## **ASSOCIATIONS**

The Winston-Dillard Education Association is the bargaining unit for all licensed staff. Association officers and building representatives are as follows:

*Norma Frost, President*

The Oregon School Employees Association is the bargaining unit for all classified staff. Association officers and building representatives are as follows:

*Teri Morrison, President*

## **BUILDINGS HOURS**

The buildings are accessible to staff during the course of the school year. During summer and other times during the school year when school is not in session, the building is open for staff access by arrangement with the building principal.

## **COMMUNITY USE OF BUILDINGS**

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. As classrooms may be scheduled outside regular building hours, all staff is encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property.

**(District Policy: KG, KG-AR)**

## **CONFERENCE AFFILIATION**

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the 3A Far West League with schools comprised of comparable enrollments and activity programs.

### ***Conference schools include:***

Brookings-Harbor High School, Brookings - Bruins  
Cascade Christian High School, Medford – Challengers  
Coquille High School, Coquille – Red Devils  
Douglas High School, Winston - Trojans  
Glide High School, Glide - Wildcats  
Lakeview High School, Lakeview - Honkers  
North Valley High School, Grants Pass - Knights  
Rogue River High School, Rogue River -Chieftains  
South Umpqua High School, Myrtle Creek - Lancers  
St. Mary's School, Medford - Crusaders  
Sutherlin High School, Sutherlin - Bulldogs

The high school participates in the following OSAA recognized activities: football, boys' and girls' soccer, volleyball, wrestling, boys' and girls' basketball, track, baseball, softball, rally, band, choir, cross country, and student council.

**(District policy IGD, IGDJ)**

## **DISTRICT OFFICE HOURS**

The district office is open between the hours of 7:30 a.m. - 4:00 p.m. during the year.

# **STAFF OPERATIONS**

## **ABSENCES**

Staff members unable to report to work for any reason will use the Absence Management online absence reporting/substitute request system. Staff must use the system as soon as possible to ensure that appropriate substitute arrangements may be made.

In order to facilitate continuity during absences, whenever possible staff members unable to return to their duties the following day should contact their supervisor or the Absence Management system by 2:30 p.m.

Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the principal only. Final decisions regarding substitute use or nonuse will be made by the district. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all-day or temporary absences from their duties.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established by policy and federal and state law.

A district is required to give an eligible employee leave, if they are a victim of domestic violence, harassment, sexual assault or stalking, or is a parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, or stalking. The leave may be unpaid.

All licensed substitutes working in Douglas County schools will be hired, scheduled, and paid through EduStaff. Using the Absence Management online system, all licensed staff will log their absences in Absence Management, and all licensed substitutes will log into Absence Management to see available work and schedule themselves for that work.

All licensed substitutes are employees of EduStaff. There will be no time cards to fill out as the online Absence Management system will be used to record all hours worked, and all pay information will be uploaded from Absence Management.

EduStaff will pay substitutes based on the approved daily rate as defined in Oregon Revised Statute 342.610.

Please contact EduStaff at <https://www.edustaff.org> or by calling 877-974-6338.

## **ABUSE OF A CHILD REPORTING**

Abuse of a child by district employees, contractors, agents, volunteers, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board Policy GBNAB/JHFE –Suspected Abuse of a Child Reporting Requirements, and the accompanying administrative regulation.

All staff will be required to participate in annual training in the prevention and identification of abuse of a child and the obligations of reporting.



Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect, shall make an report to the Oregon Department of Human Services through the centralized child abuse reporting system or law enforcement agency within the county where the person making the report is located at the time of the conduct.

Any district employee who has reasonable cause to believe that **any person** with whom the employee is in contact has abused a child shall immediately report in the same manner described above.

Any district employee who has reasonable cause to believe that **another district employee, contractor, agent, volunteer, or student** has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer, or student shall immediately report to DHS through its centralized child abuse reporting system or to the local law enforcement agency pursuant and to designated licensed administrator.

Written documentation of this report must be completed and submitted to the building principal. Forms are available in the office. **(Form on page 77)**

If the superintendent is the alleged perpetrator the report shall be submitted to Dave Welker, Director of Instructional Services who shall also report to the Board chair.

1. Oregon law defines “abuse” in ORS 419B.005(1).

Failure to report a suspected abuse of a child or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable cause, participates in good faith in making of an abuse of a child report shall have immunity from any liability, civil or criminal, which might otherwise be incurred or imposed as provided by law. A substantiated report of abuse by an employee shall be documented in the employee’s personnel file. Intentionally making a false report of abuse of a child may be a Class A violation.

To review the most current information concerning the reporting of abuse of a child, access **district policy GBNAB/JHFE, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **ADMISSION TO DISTRICT EVENTS**

Staff members designated by the building principal with responsibility at extracurricular activities are admitted free of charge. All other staff members and Board members will be assessed the uniform district admission rate.

To review the most current information concerning the reporting of admission to district activities, access **district policy DFEA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **ANIMALS IN DISTRICT FACILITIES**

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or co-curricular activity are allowed in district facilities.

Companion and comfort animals are not considered service animals. Animals, except those service animals serving person with disabilities, may not be transported on a school bus. To review the most current information concerning animals in district facilities, access **district policy ING, ING-AR at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **BREAKS**

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency, and to meet the requirements of law. All classified staff members who work 4 or more consecutive hours are entitled to one paid 10-minute break. Those working 8-hour days are entitled to two paid 10-minute breaks.

Employees who work six or more consecutive hours receive an unpaid 30-minute meal break, unless otherwise provided by law.

Nonexempt (e.g., includes some confidential) employees are expected to adhere to the break schedule established by the supervisor. Deviation from the regularly scheduled break period requires prior supervisor approval.

Licensed employees receive a 30-minute continuous duty-free lunch period.

To review current information concerning meal and rest period rules access:  
[BOLI : Support for Oregon Employers : For Employers : State of Oregon](#)

## **CARE/USE OF DISTRICT PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the principal.

Certain district-owned equipment, including but not limited to, laptops, cell devices, or iPads, may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss.

In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

## **CASH IN DISTRICT BUILDINGS**

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the office whenever accumulated by a class, staff member, or others. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas. Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

To review the most current information concerning cash in district buildings, access **district policy DM at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## CHECKOUT

### Workday Checkout

Teachers may leave the building and district grounds during lunch, as necessary. Departures during preparation periods must be approved by the building principal or assistant principal. Classified staff is permitted to leave the building and district grounds during their lunch break

All staff is required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

### Year-end Checkout

All staff will complete the following checkout procedures:

#### Checkout List for Staff (Sample)

The following items are to be signed off by building principal:

- \_\_\_ 1. Student grade reports completed and turned in, including attendance and citizenship marks for all students;
- \_\_\_ 2. Copies of all finals, test/finals keys, and grading scales turned in to building principal for students who need to make up final tests.

The following items are to be signed off by media staff or building principal:

- \_\_\_ 3. Library/Media equipment/materials checked in:  
(List any equipment/materials not checked in and replacement costs)

The following items are to be signed off by activities/athletic director or building principal:

- \_\_\_ 4. All activities/athletic materials/equipment, including all team equipment and uniforms checked in.  
(List any materials/equipment not checked in and replacement costs)
- \_\_\_ 5. All year-end reports turned in including inventory, list of participants and award winners, records/competition results, etc.

The following items are to be signed off by office staff/building principal:

- \_\_\_ 6. Inventory of all classroom furniture, equipment and textbooks/instructional materials stored in classroom. Retain one copy for classroom files one copy to office;  
(List any furniture, equipment/textbooks/instructional materials not accounted for and replacement costs)
- \_\_\_ 7. Furniture and equipment in need of repair has been entered into SchoolDude;
- \_\_\_ 8. Room checks completed. Desks, lab, shop equipment cleaned, whiteboards cleaned, personal property removed and all district equipment and textbooks/instructional materials properly stored. Bulletin board materials and other materials posted on doors and walls have been removed;
- \_\_\_ 9. Grade books (digital or paper) completed including:
  - a) Teacher name, date and subject/class clearly marked;
  - b) First and second quarter grades and final quarter test grades for first semester clearly marked;

- c) Third and fourth quarter grades and final quarter test grades for second semester clearly marked;
  - d) First and second semester grades and final semester test grades clearly marked;
  - e) Students not receiving a final grade and enrolled in class at any time are clearly marked as a drop, incomplete, or withdrawal, as appropriate. Include grade earned to last date of enrollment in class;
  - f) Total number of absences for each quarter and total cumulative absences for each semester clearly marked;
  - g) Common curriculum goals/essential learning skills assessed clearly marked.
- \_\_\_ 10. Purchase orders for supplies, instructional materials and textbooks needed for start of next school year completed and turned in to office;
  - \_\_\_ 11. Student portfolios completed and stored in designated area;
  - \_\_\_ 12. Mailbox emptied;
  - \_\_\_ 14. Summer address, phone number and alternate/emergency phone number turned in to office.
  - \_\_\_ 15. Return any district-owned electronic devices, i.e., Chromebooks, iPads, cell phones, etc.

## **CLASSROOM SECURITY**

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end. Staff is asked to refrain from keeping personal items of value in or about their desks. Personal items should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, accident or vandalism.

## **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES**

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Reasonable protection from communicable diseases is generally attained through immunizations, exclusion or other measures in accordance with Oregon law, by the local health department, or in the *Communicable Disease Guidance* published by the Oregon Department of Education and the Oregon Health Authority. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with all other measure adopted by the district and with all rules set by the Oregon Health Authority, Public Health Division, and the local health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

## **COMPLAINTS**

### *Bias Incident Complaints*

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

“Symbol of hate” means nooses, symbols of neo-Nazi ideology of the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR – Bias Incident Complaint Process

### *Student/Parent Complaints*

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, or homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that they may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up. If the complaint is against the superintendent, the complaint will be referred to the Board chair.

All staff members should familiarize themselves with Board policy KL – Public Complaints regarding the handling of complaints.

Additional complaint procedures include:

1. Discrimination and harassment on a basis protected by law and civil rights: Board policy AC, AC-AR;
2. Bias incidents or display of symbols of hate: Board policy ACB, ACB-AR;
3. Sexual harassment (staff): Board policy GBN/JBA, GBN/JBA-AR;
4. Sexual harassment (student): Board policy JBA/GBN, JBA/GBN-AR;
5. Workplace harassment: GBEA, GBEA-AR;
6. Hazing, harassment, intimidation, bullying, menacing or cyberbullying (staff): Board policy GBNA, GBNA-AR;
7. Hazing, Harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence (student): Board policy JFCF, JFCF-AR;
8. Sexual conduct with a student (staff): Board policy GBNA/JHFF, GBNA/JHFF-AR;

9. Sexual conduct with a student (student): Board policy JHFF/GBNAA, JHFF/GBNAA-AR;
10. Instructional resources or instructional materials: Board policy IIA, IIA-AR;
11. Complaints regarding the Talented and Gifted Program (TAG): Board policy IGBB

To review the most current information public complaints, access **district policy KL at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **Computer Use**

Staff may be permitted to use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and otherwise when in compliance with board policy and administrative regulations.

Personal use of the district's system or district-owned computers or devices including Internet and email access by district staff may be permitted when consistent with Oregon Ethics law, Board policy and administrative regulations when used on school property, and when on own time.

District staff may use the district's electronic communications system, district-owned computers or devices including Internet and e-mail access for personal use under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

Staff who violate Board policy or administrative regulations, including general systems user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law may be reported to law enforcement. Violations of applicable Teacher Standards and Practices Commission (TSPC) rules and Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and law, school administrators may routinely review user files and communications.

Files and other information, including email sent, received, generated, or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned email systems.

To review the most current information concerning Electronic Communications, access **district policy GCAB, IIBGA, IIBGA-AR at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **CONFERENCES**

Planned conferences between teachers and parents can aid the district's efforts to further understanding and close cooperation between the home and school. Parent/teacher conferences are scheduled each fall and spring. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or preschool time to meet with students as necessary.

## **CONFIDENTIALITY**

All staff shall hold in confidence any communications from students, parents, staff, or supervisors; and hold in confidence any observations or activities occurring in the school(s). Any occurrence, which causes concern, should be addressed only to the supervisor.

To review the most current information concerning confidentiality, access **district policy GBC, GBC-AR at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **CONTRACTS, COMPENSATION AND EMPLOYMENT NOTICES**

Contracts will be issued for all licensed district employees. Contract teachers are employed pursuant to two-year employment contracts. A "contract teacher" means any teacher who has been regularly employed by a district for a probationary period of three successive school years and who has been retained for the next succeeding school year.

Upon recommendation of the superintendent, the Board may extend a contract teacher's employment for a new two-year term by providing written notice to the teacher no later than March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

The superintendent may recommend that a teacher's contract not be renewed for a new two-year term. Following a recommendation, the Board may elect to provide written notice to the teacher prior to March 15 of the first year of the contract.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board which are consistent with salary schedules and salary placement provisions of collective bargaining agreements. It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the payroll office in accordance with timelines established by the district and collective bargaining agreements.

The district shall give individual notices, in writing, by May 30 to all employees for which a teaching or administrative license is not a condition of employment, of their continued employment.



## **COPYRIGHT**

Employees are expected to follow copyright law in accordance with federal law and Board policy EGAAA – Reproduction of All Copyrighted Materials and accompanying administrative regulation.

To review the most current information concerning copyrights and patents, access **district policy EGAAA, GCQBA, IAD at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **CRIMINAL RECORD CHECKS/FINGERPRINTING**

All newly hired employees not identified under Oregon Revised Statutes (ORS) 342.223 are required to submit to criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment.

Licensed or registered educators, including a person in student teaching, practicum or an internship regulated by Teachers Standards and Practices Commission (TSPC), are required to comply with criminal records check and fingerprinting rules established by TSPC. Other specialists must comply with criminal records check and fingerprinting rules established by regulating agencies and the district. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

A volunteer allowed by the district into a position that has direct, unsupervised contact with students will undergo an in-state criminal records check.

The district shall not begin the employment of an individual before the return and disposition of the required criminal records check and/or fingerprinting.

Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district shall be paid by the individual. A staff member not requiring licensure or registration may request that the required fees be withheld from their paycheck.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

To review the most current information concerning criminal records checks and fingerprinting, access **district policy GCDA/GDDA, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **CURRICULUM**

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure to the education of district students. The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.



Deviations from established curriculum, textbooks and instructional materials are permitted with building principal approval. Teachers with questions should contact the building principal. Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction.

To review the most current information concerning curriculum design, curriculum guides and course outlines, access **district policy IFE, IF at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **CYBERSECURITY**

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes.
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designed.

## **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, relevant provisions of collective bargaining agreements and applicable law.

## **DISTRICT EQUIPMENT**

Employees will not use district equipment for personal use, unless it is available to a significant segment of the general public. This includes, but is not limited to, the personal use of the district's:

- a. Fax machine;
- b. Phones to make personal calls;
- c. District vehicles;
- d. Professional technology equipment (e.g., wood shop, automotive shop, CAD); and
- e. Athletic facilities (e.g., pool or weight room).

Further, the district's supplies, facilities, equipment, employees, records or any other public resources are not to be used to engage in private business interests. For example, the district's computer cannot be used to sell products on an auction website during school hours.

To review the most current information concerning district equipment, access **district policy GBC, GBC-AR at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **DRUG-FREE WORKPLACE**

No staff member, engaged in work for the district shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in

schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 C.F.R. §§ 1308.11 through 1308.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed

Each staff member must notify their supervisor of conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member must abide by the terms of the district’s drug-free workplace policy.

The district, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use, on or in the workplace, of a controlled substance or alcohol, or upon having reasonable suspicion of a staff member’s use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take appropriate action with regard to the employee. Such action may include transfer, granting of leave with or without pay, suspension with or without pay or dismissal.

Within 30 days of a staff member’s criminal drug statute conviction for a violation occurring in the workplace, the district shall:

1. Take appropriate action with regard to the employee, which may include discipline up to and including dismissal; and/or
2. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

To review the most current information concerning drug-free workplace, access **district policy GBEC at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **EMERGENCY CLOSURES**

In the event of hazardous or emergency conditions all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate. Staff will be notified of delayed openings or school closures via district communication systems. Staff should check closures by going to ParentSquare or the district website at [www.wdsd.org](http://www.wdsd.org) and click on the FlashAlert link.

***Staff members will be advised by building principals and the superintendent about whether or not they are required to report to work on school closure days.***

## **EMERGENCY PROCEDURES AND DISASTER PLANS**

The district will maintain a comprehensive safety program for all employees and students. Copies of the emergency plan will be available in every school office and other strategic locations throughout the district.

To review the most current information concerning emergency closures and crisis plan, access **district policy EBC/EBCA**, at [www.wdsd.org](http://www.wdsd.org) (district policies). The district Crisis Management Plan is also available at each building. Contact your building administrator for further information.

## **EVALUATION OF STAFF**

The purpose of the district's evaluation program is to aid the teacher in making continued professional growth and to determine the teacher's performance of the teaching responsibilities. The district's program also provides for the assessment of classified employees and current performance of their job assignments.

The district's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students, as appropriate; to have formal and informal observations to assess the performance of duties and job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making recommendations about promotion, demotion, contract extension or nonextension, contract renewal or nonrenewal, dismissal and discipline.

Licensed staff evaluations shall be based on the core teaching standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with teachers and any exclusive representative of the licensed staff.

Classified staff will be formally evaluated in compliance with current adopted evaluation procedures and district policy.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy, applicable district evaluation procedures, collective bargaining agreements and Oregon Law.

## **EXPRESSION OF MILK (OR BREAST-FEEDING) IN THE WORKPLACE**

When possible, an employee must give reasonable notice of the intent to express milk (or breast-feed) to building principal. The district shall provide the employee a reasonable rest period to express milk each time the employee has a need to express milk. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast feeding:

1. **District Office:** private office
2. **Brockway Elementary:** vacated storage room, office space or classroom with windows covered and door locked.
3. **Dillard Alternative High School:** vacated storage room, office space or classroom with windows covered and door locked.
4. **Douglas High School:** vacated storage room, office space or classroom with windows covered and door locked.
5. **Lookingglass Elementary:** vacated storage room, office space or classroom with windows covered and door locked.
6. **McGovern Elementary:** vacated storage room, office space or classroom with windows covered and door locked.
7. **Winston Middle:** vacated storage room, office space or classroom with windows covered and door locked.

**\*\*An employee who expressed milk during work hours may use any available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.**

To review the most current information concerning mother friendly workplace, access **district policy GBDA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the building principal. Nonexempt staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal. All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and collective bargaining agreements. Administrators, directors, and/or supervisors shall give written notification to nonexempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

- What constitutes nonexempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday. If funds are available, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed.

## **FAMILY AND MEDICAL LEAVE (FMLA,OFLA AND PFMLI)**

Employee leave is handled in accordance with Board policies GCBDA/GDBDA – Family and Medical Leave, GCBDF/GDBDF – Paid Family and Medical Leave Insurance, any accompanying administrative regulations, and any applicable collective bargaining agreements.

The district participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon. This program is administered by the Oregon Employment Department. The district does not administer PFMLI or Paid Leave Oregon. All applications and related questions should be directed to Angela Guerrero, Payroll Specialist.

### Eligibility

In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and worked at a worksite that employs 50 or more district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for benefits under OFLA, the employees must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of requested leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

### *Length/Purpose of Leave*

Eligible employees may access FMLA leave for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
2. Parental leave (separate from eligible leave as a result of a child's serious health condition):
  - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
  - b. Bonding with and the care for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);
  - c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
  - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military Caregiver Leave: leave for the care for spouse, child or next-of-kin who is a covered Service member with a serious injury or illness;
4. Qualifying Exigency Leave: leave arising out of foreign deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered duty status.
5. Family leave under Eligible employees may access OFLA leave entitlements may be taken by an eligible employee for any of the following purposes:

6. To care for a child of the employee who is suffering from an illness, injury or condition that requires home care or who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency;
7. To deal with the death of a family member by:
8. Attending the funeral or alternative to a funeral of the family member.
9. Making arrangements necessitated by the death of the family member; or
10. Grieving the death of the family member.
11. Pregnancy disability leave: leave taken by an employee for their own disability to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.
12. Sick leave child: leave taken to care for an employee's child suffering from an illness, injury, or condition that requires home care. Under OFLA, sick child leave includes leave to care for an employee's child whose school or child care provider has been closed in conjunction with a statewide public health emergency declared by a public health official.
1. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.
2. Child placement leave: leave taken under OFLA before January 1, 2025, to effectuate the legal process required for placement of a foster child in foster care or the adoption of a child.
3. Leave previously protected by OFLA: 1) leave to which an eligible employee was entitled under ORS 659A.150 – ORS 659A.186 on June 30, 2024 and 2) leave to which an eligible employee would not be entitled under ORS 659A.150 – ORS659A.186 on July 1, 2024 and may now be entitled leave under Paid Family and Medical Leave ORS657B.

Eligible employees may also access OMFLA under OFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

Contact Angela Guerrero, Finance Specialist for additional information regarding length of leave, intermittent leave and alternative duty under state and federal law, and provisions governing multiple family member eligibility.

Contact Angela Guerrero, Finance Specialist for additional information regarding the Military Family Leave Act (MFLA/Oregon Military Family Leave Act (OMFLA)).

### Leave Period



For the purposes of calculating an employee's leave period for FMLA, the district will use a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave.

For the purpose of calculating an employee's leave period for OFLA. The district uses a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

Leave to care for service members has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave.

#### Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Subject to any related provisions in any applicable collective bargaining agreement. An employee may elect to use any available accrued paid leave including personal and sick leave, or available accrued vacation leave during the leave period. The employee must notify the district about the use of available accrued paid leave.

Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose.

An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period {<sup>1</sup>} to the extent that the total combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave. The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

#### Application

Staff members requesting FMLA and/or OFLA leave shall submit to the district a written request at least 30 days prior to the anticipated leave date if the leave is foreseeable. The notice shall include the anticipated starting and ending dates of the requested leave, and an explanation of the need for the leave. Staff members are expected to schedule treatment, including intermittent leave and reduced hours, so as to not unduly disrupt the operation of the district.

If advance notice of FMLA leave is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. "As soon as practicable" means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, "as soon as practicable" will be within one business day of an employee becoming aware of the need.

Failure to provide the required notice for FMLA leave may result in the district delaying the staff member's leave for up to 30 days after the notice is ultimately given.

For the purposes of OFLA, and if an eligible employee is required to provide taking leave in an unforeseeable situation, an employee must give oral or written notice within 24 hours of

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<sup>2</sup> Medical documentation is not allowed in every situation. Review current laws and guidance for more information.

commencement of the leave in unanticipated or emergency leave situations. The district realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time. In either all case, proper documentation must be submitted within three working days of the employee's return to work.

Failure to provide the required notice for OFLA leave may result in the district deducting up to three weeks from the staff member's leave period.

For purposes of OMFLA, an employee must provide the district with notice of the intention to take leave withing five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

#### Medical Certification Verification

Staff members applying for FMLA and/or OFLA leave, may be required under FMLA the district may require on eligible employee to provide medical documentation certification when appropriate<sup>2</sup> to support the request stated reason for leave. In most cases, the district will provide written notification to employees of this requirement within five working days of the employee's request for leave. If the employee provides more than 30 days' notice, they are required to submit such medical certification prior to the beginning of the leave. If the staff member provides less than 30 days' notice, they are required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

If the leave is for the purpose of an employee's own serious health condition, the district may also require the employee to obtain and present a Fitness-for-Duty Certification medical release from the health care provider before returning to work. If the district is going to require a Fitness-for-Duty Certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA and/or OFLA leave and that failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of FMLA qualified leave, any costs associated with obtaining the fitness-for-duty certification shall be borne by the employee.

For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the Fitness-for-Duty Certification costs associated with obtaining the medical verification shall be borne by the district, or be paid as otherwise allowed by law.

If the leave is qualified under both FMLA and OFLA, any out-of-pocket costs associated with obtaining the Fitness-for-Duty certification shall be borne by the district.

#### *Continuation of Health Insurance Benefits and Insurance*

Under federal and state law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the

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<sup>2</sup> Medical documentation is not allowed in every situation. Review current laws and guidance for more information.



absence of the leave. The district will continue to pay the district's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

When an eligible employee returns to work following a FMLA-, OFLA- or OMFLA-qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.<sup>3</sup> The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purpose of OMFLA, the eligible employee is entitled to a continuation of benefits.

#### *Return to Work*

Following a FMLA or OFLA leave, a staff member is generally entitled to be returned to their former position or to an equivalent job with equivalent benefits, pay, and other terms and conditions of employment, with certain exceptions. See Angela Guerrero, Financial Specialist for details of this or any other provision of FMLA or OFLA leave.

### **FAMILY AND MEDICAL LEAVE INSURANCE (PFMLI AND PAID LEAVE OREGON)**

The district participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon. This includes submitting employee and employer contributions to the Oregon Employment Department as required by state law. The district does not administer PFMLI or Paid Leave Oregon. All applicants and related questions should be directed to the Payroll Department.

#### Paid Family Medical Leave can be taken for:

1. "Family leave" means leave from work taken by a covered individual:
  - a. To care for and bond with a child during the first year after the child's birth or during the first year after the placement of the child through foster care or adoption;

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- b. To effectuate the legal process required for placement of a foster child in foster care or the adoption of a child; or
  - c. To care for a family member with a serious health condition;
2. “Medical Leave”: means leave from work taken by a covered individual that is made necessary by the individual’s own serious health condition; or;
  3. “Safe leave”: means leave for any purpose described in related to domestic violence, harassment, sexual assault, bias, or stalking and relocation for health and safety reason as provide in ORS 659A.272 (includes leave related to domestic violence, harassment, sexual assault, bias or stalking).

An employee is entitled to use any accrued paid leave in addition to receiving PFMLI benefits during a period of leave to the extent that the total combined amount of accrued paid leave and benefits received by the employee does not exceed an amount equal to the employee’s full wage replacement.

The employee will be allowed to use available district-provided paid leave (e.g., sick, vacation or otherwise) for days that Paid Leave Oregon is received {<sup>4</sup>} to the extent that the total combined amount of accrued paid leave and benefits received by the employee does not exceed an amount equal to the employee’s full wage replacement during the period of leave.

## **FUND RAISING**

Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal prior to the activity being initiated.

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fund-raising request forms are available on district website under School District Policies IGDF-AR. [IGDF-AR - Student Fund-Raising Activity Request and Verification \(osba.org\)](#)

No staff member may solicit funds in the name of the school or the district through the use of, but not limited to, internet based or crowd-funding type of fund raising, without the approval of the superintendent. Fund raising must not interfere with or disrupt school.

Staff and students should take all reasonable precautions to provide for the security of any items, materials, or products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

To review the most current information concerning fund raising, access **district policy IGDF, IGDF-AR, IGDG, DI, KI at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **GIFTS AND SOLICITATIONS**

Staff members are discouraged from accepting anything of value offered by another for the purpose of influencing their professional judgment. Staff members are prohibited from accepting items of material value from anyone who has a financial interest in a decision that the staff

member will be making. “Material value” is defined as \$50 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without principal approval.

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the principal or supervisor.

To review the most current information concerning gifts and solicitations, access **district policy GBI, KI, KJ at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **GRANTS**

Staff members often discover grant opportunities. Occasionally, grantors may invite staff members to apply for grant applications. Opportunities should be discussed with the building principal and if the grant will enhance the program rather than distract from education goals, the principal may authorize submission of the grant.

When the district receives notice and has been awarded grant funds from private sources, the awarded grant will be submitted to the Board for evaluation and approval.

## **GRIEVANCES**

Grievance procedures for those licensed staff represented by Douglas County Bargaining Council are documented in the current Master Contract between Douglas County Bargaining Council and Winston-Dillard School District #116.

Grievance procedures for those classified staff represented by Oregon School Employees Association (OSEA) Chapter 29 are documented in the current Contract Agreement between OSEA Chapter no. 29 and Winston-Dillard School District #116.

## **GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the building principal of the date, time and nature of the presentation whenever such use is planned.

Prior to participation, guest speakers are to be informed of the following regulations:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Use of a tobacco product or inhalant delivery system or other similar device is prohibited;

Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

To review the most current information concerning the teaching of controversial issues, access **district policy IICB, INB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **HARASSMENT, WORKPLACE**

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers, and interns are subject to Board Policy GBEA – Workplace Harassment

“Workplace Harassment” means conduct that constitutes discrimination prohibited by ORS 659A.030 (i.e., discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based disability).

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR – Workplace Harassment Reporting and Procedure may file a report through the Bureau of Labor and Industries’ (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. This district employee making the report is advised to document any incidents of workplace harassment.

The district will make Board policy, GBEA – Workplace Harassment, available to all district employees and it shall be made a part of district orientation materials provided to new district employees at time of hire.

To review the most current information concerning the teaching of controversial issues, access **district policy GBEA, GBEA-AR at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **HAZING/HARASSMENT/INTIMIDATION/MENACING/CYBERBULLYING**

Hazing, harassment, intimidation, bullying, cyber bullying or menacing by students, staff or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Staff may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

An employee who has knowledge of conduct in violation of Board policy JFCF – Hazing/Harassment/ Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence – Student shall immediately report his/her concerns to the designated district official.

Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence of a student to the designated district official may be subject to remedial action, up to and including dismissal.

Retaliation against the victim, any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is strictly prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a

report or complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

To review the most current information concerning hazing/harassment, access **district policy JBA/GBN, JFCE/JFCEA, GBN/JBA, GBNA, GBNA-AR at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

“Protected health information,” means individually identifiable health information that is: (1) transmitted by electronic media; (2) maintained in electronic media; (3) transmitted or maintained in any other form or medium. The electronic exchange of financial and administrative transactions related to an individual’s protected health information would meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district.

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the Business office. In addition, district staff is not authorized to provide medical advice or medication treatment plan recommendations to students, parents, or community members.

## **IDENTIFICATION BADGES**

To help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of district property, all district employees shall be issued and will wear identification badges when on district property.

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends an identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. An identification card lost, stolen or damaged due to circumstances beyond the employee’s control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the employee;
5. The district will not disclose the identification badge or card of an employee without written consent of the employee if:
  - a. The badge or card contains the photograph of the employee;
  - b. The badge or card was prepared solely for internal use by the district to identify employees.

The district will not disclose a duplicate of the photograph used on the badge or card.

## **INJURY OR ILLNESS REPORTS**

All injuries or illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on district property, in a district vehicle or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the

building principal immediately. Staff members will report self-administered first-aid treatment to an immediate supervisor. Reports will cover property damage as well as personal injury.

A completed injury or illness report form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate.

All accidents involving employee, students, visiting public or district property will be reported immediately to a supervisor.

In the event of a work-related illness or injury to an employee resulting in in-patient hospitalization, loss of an eye, amputation or avulsion the principal will report the incident to the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported to OSHA within eight hours.

An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated the preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment; visits to a health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

All work-related injuries or illnesses will be promptly investigated, and corrective measure implemented, as appropriate.

To review the most current information concerning injury/illness reports, access **district policy EBBB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **INVENTORY**

The district maintains the Fixed Assets Inventory to be reviewed/updated annually. Each staff member is responsible for the inventory in his/her workspace.

## **KEYS**

Keys are issued to staff by the building principal. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned to students. Under no circumstances should staff provide keys to students to “run errands,” “unlock/lock” doors, etc.;
4. Keys may be checked-out to parents or community members that require access to district facilities during non-business hours due to their affiliation with school related or extracurricular organizations as deemed necessary by the principal.
5. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
6. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of any fees, replacement keys will be issued within 72 hours;



7. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:
- a. Room or other keys — \$10
  - b. Master key — \$45
  - c. Maximum charge — \$60

## **8. LESSON PLANS**

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students. Teachers are expected to prepare detailed lesson plans on a weekly basis.

Lesson plans are to be kept by teachers in a place known and accessible to the building principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the building principal.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study. An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plans. General plans which cover the length of the course of study should also be prepared and readily available for building principal and/or student and parent review.

## **LICENSE REQUIREMENTS**

For all positions that require licensing, the district must verify the current license before the Board will consider approving their employment.

It is the responsibility of each licensed staff members to keep their license and all endorsements current and to submit them to the superintendent's office. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

To review the most current information concerning license requirements, access **district policy GCA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **MATERIALS DISTRIBUTION**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the building principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

To review the most current information concerning materials distribution, access **district policy KJA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **MEETINGS**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff is expected to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to not conflict with

these meetings. Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

To review the most current information concerning staff meetings, access **district policy GCKB/GDKB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **PARENTAL RIGHTS/SURVEYS**

Staff are advised that parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, phone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification. A student's parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and student personal information will be released only with permission.

Personal information does not apply to the collection, disclosure, or use of personal information collected from students for: the exclusive purpose of developing, evaluating, or providing educational products for services for or to student or educational institutions, such as college or other postsecondary education or military recruitment; book clubs, magazines, and programs providing access to low-cost literary products; curriculum and instructional materials, used by elementary schools and secondary school; tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; the sale by students of products or services to raise funds for school-related activities; or student recognition programs.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.



To review the most current information concerning parental rights, access **district policy KAB, KAB-AR** at [www.wdsd.org](http://www.wdsd.org) (district policies).

## **PARKING/TRAFFIC CONTROLS**

The superintendent shall authorize areas and post notices on district property designated for staff, student, and visitor parking and such other classifications of parking areas as may be necessary. Any vehicle not parked in authorized areas may be cited and/or towed away and stored. All charges for such towing and storing shall be the responsibility of the owner or operator of the vehicle.

Any person failing to abide by the district's parking regulations may be further prohibited from bringing any vehicle on school property. Building principals shall establish such regulations as are necessary for the use and control of staff and/or student parking areas around their buildings. Such regulations shall be made available to staff, students, and parents. Unauthorized motor vehicles shall not be driven or parked on any school grounds within the district.

## **PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and assigned duties.

On all controversial issues, staff members are encouraged to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. Staff members only speak on behalf of the district when specifically authorized to do so. Official district communications will be made using established district websites and accounts.

No staff member may use district facilities, equipment or supplies in connection with their political activities, nor may they use any time during the working day for such political activities.

To review the most current information concerning staff participation in political activities, access **district policy GBG** at [www.wdsd.org](http://www.wdsd.org) (district policies).

## **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

Staff possession or use of personal electronic devices on district property, in district facilities during the work day and while the staff is on duty in attendance at district-sponsored activities may be permitted subject to the limitations in Board policy and consistent with any additional rules as may be established by the superintendent or designee. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty, the responsibility for the supervisions of students or in a manner that violates any other district policy.

A "personal electronic device" is a device not issued by the district and capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Personal electronic devices shall be silenced during instructional time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Devices which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee's assigned duties. Computers, tablets, iPads, or similar devices brought to school will be restricted to academic activities during on duty time.

The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social network websites, public websites, and blogs judiciously by not posting confidential information about students, staff, or district business. Staff members may not post images of district facilities, staff, students, volunteers, or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students, and the public with respect while posting in order to prevent substantial disruption in school.

Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff shall use district email using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting a student during work hours is discouraged. Texting a student while off duty is strongly discouraged.

Exceptions to the prohibitions set forth may be made for educational, health, safety, or emergency reasons with principal or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is academically dishonest, illegal, or violates the terms of Board policy GCAB – Personal Electronic Devices and Social Media – Staff. Staff actions on social network sites, public websites, blogs, and other social media, while on or off duty, that disrupt the school environment are subject to disciplinary action up to and including dismissal. A "disruption," for purposes of this handbook includes, but is not limited to, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school, and/or a threatened or actual negative impact on the learning environment.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or

otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

To review the most current information concerning personal electronic devices and social media, access **district policy GCAB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **PERSONNEL RECORDS**

An official personnel file is established for each person employed by the district. Personnel files will be maintained at the district office.

A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

All records containing medical condition information such as workers' compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. Except as provided below, or required by law, district employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee may arrange with the personnel office to inspect the contents of their personnel file on any day the personnel office is open for business;
2. Others designated in writing by the employee may arrange to inspect the personnel file in the same manner described above;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;
8. Attorneys for the district or the district's designated representative on matters of district business;
9. Upon receiving a request from a prospective employer issued under ORS 339.374(1)(b), the district, pursuant to ORS 339.378(1) shall disclose the requested information if it has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the district pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
10. Upon request from a law enforcement agency, the Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to a suspected abuse or suspected sexual conduct, to the extent allowable by the state and federal law, including laws protecting a person from self-incrimination.
11. Upon request from a prospective employer or a former employee, authorized district officials may disclose information about a former employee's job performance to a prospective

employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

The superintendent may permit persons other than those specified above to use and to inspect employee records when, in their opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

To review the most current information concerning personnel records, access **district policy GBL at [www.wdsd.org](http://www.wdsd.org)** (district policies).

### **PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME**

See current Collective Bargaining Agreement (CBA), Article 7 – Teaching Hours and Teaching Load. To access the current CBA, contact your local union representative or the district Human Resources department.

### **PROGRESS REPORTS**

Teachers are expected to report to parents and students at least annually, their student's progress toward achieving the academic content standards. Progress reports are issued at the mid-way point of the first, second, third and fourth quarter grading periods indicating academic and behavior progress to date. Parents will receive reports on their student's absences.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

To review the most current information concerning progress reports, access **district policy IKAB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

### **PROHIBITED USE, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS**

To comply with state law the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned buildings and vehicles, on school grounds including parking lots and at district-sponsored events.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation products or for any other

therapeutic purpose, if marketed and sold solely for the approved purpose.

Violation of the policy by staff may result in discipline up to and including dismissal.

To review the most current information concerning prohibited use, possession, distribution or sale of tobacco products and inhalant deliver systems, access **district policy KGC/GBK, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **PURCHASE ORDERS**

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

No purchase including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office.

All building purchase orders will be processed in the order received by the business office and must be completed with the following information:

1. Date;
2. Vendor;
3. Delivery address;
4. Item quantity;
5. Item description;
6. Unit value;
7. Total amount;
8. Budget code;
9. Name of requestor;
10. Signature of individual authorized to sign purchase orders.

All other purchases are subject to the Board's policy governing bidding requirements, administrative regulation specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details.

To review the most current information concerning district purchasing, access **district policy DJ, IGDG at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **RELEASE OF GENERAL STAFF INFORMATION**

A staff member's or volunteer's personal residential address, personal electronic mail address, date of birth, social security number, and personal phone numbers, and any other information listed in ORS 192.345, 192.355 and other laws may be exempt from public disclosure. District electronic mail addresses assigned by the district-to-district employees are generally not exempt.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

To review the most current information concerning district purchasing, access **district policy KBA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## RESEARCH/COPYRIGHTS AND PATENTS

District staff who propose to engage in research study toward advanced work or for use in classroom instruction using district resources or students will submit a proposal to the building principal for approval prior to commencing such research.

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models and other devices prepared by staff members for district use with district time, money and facilities as part of the employee's job responsibilities remain the property of the district.

In the event that a staff member produces items described above partly on their own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

To review the most current information concerning district purchasing, access **district policy GCQB, GCQBA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## RESIGNATION OF STAFF

A licensed staff member who wishes to resign from their position with the district must give written notice at least 60 days upon or at the time of resignation. The superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that they must continue teaching for part or all of the 60-day period.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

A classified employee is expected to submit a written and signed notice of resignation prior to the date they wish to leave district employment.

To review the most current information concerning resignation of staff, access **district policy GCPB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## RETIREMENT

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

To review the most current information concerning retirement of staff, access **district policy GCPC/GDPC, GCPC/GDPC-AR at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## SAFETY COMMITTEE

A building safety committee has been established to help implement the district's safety program and as a part of any ongoing effort to help ensure the safety and health of students, staff, and others while on district property



The building safety committee meets monthly, conducts workplace safety inspections quarterly to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

To review the most current information concerning safety committees, access **district policy EB, EBAC, GBE** at [www.wdsd.org](http://www.wdsd.org) (district policies).

## **SEXUAL HARASSMENT**

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

### ***General Procedures***

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

## **OREGON DEFINITION AND PROCEDURES**

### ***Oregon Definition***

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
  - a. Interferes with a student's educational activity or program;
  - b. Interferes with a school or district staff member's ability to perform their job;
  - c. Creates an intimidating, offensive or hostile environment
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

### ***Oregon Procedures***

Reports and complaints of sexual harassment/discrimination should be made to the following individual(s):

Mr. Dave Welker Title Coordinator 541-679-3000 ext 3425 WelkerD@wdsd.org

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator. See GBN/JBA-AR Sexual Harassment Complaint Procedure.

### ***Response***

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

### ***Investigation***

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar



characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

### ***No Retaliation***

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

### ***Notice***

When a person who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
  - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
  - b. For the reported persons, information about and contact information for state and community based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

*The notice must:*

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

### ***Oregon Department of Education (ODE) Support***

The ODE will provide technical assistance and training upon request.

### ***General Procedures***

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also

need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

### ***Sexual Harassment Complaint Procedure (Oregon Procedure Requirement)***

See administrative regulation GBN/JBA-AR(1)– Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment.

To review the most current information concerning sexual harassment, access **district policy GBN/JBA, GBN/JBA-AR at [www.wdsd.org](http://www.wdsd.org)** (district policies).

### **SICK TIME**

#### **Sick time provisions:**

Provides a minimum of 40 hours for full-time employees who work a full year or sick time accrued at 1 day per month employed.

Sick time may be used for the employee’s or a family member’s mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition or need for preventive care, or for reasons consistent with qualifying Family Medical Leave (FMLA), Paid Family and Medical Leave Insurance (PFMLI) or Oregon Family Leave (OFLA). Sick time may also be used in the event of a public health emergency or for leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A 272.

When the reason for sick time is consistent with FMLA/PFMLI or OFLA leave, the sick time, and qualifying FMLA/PFMLI or OFLA leave may run concurrently.

The district reserves the right after three consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the district. An employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

To review the most current information concerning sick time, access **district policy GCBDD/GDBDD at [www.wdsd.org](http://www.wdsd.org)** (district policies).

### **SITE COUNCIL**

21st Century Schools Councils are mechanisms for implementing shared decision making for school improvement. Shared decision making is one of many strategies to initiate and realize school improvement. It is a process, not an end in itself. Shared decision making provides opportunities for all members of a school community to collaborate, where appropriate, in solving problems, defining goals, and shaping direction for an individual school. The overall purpose of shared decision making is to enhance student achievement through both improvement of the instructional program and delivery of support services.

To review the most current information concerning site councils, access **district policy IFCA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **SPECIAL INTEREST MATERIALS**

In general, supplementary printed materials from commercial, political, religious, or other non-school sources should have the approval of the superintendent or designee before being used in the schools. This approval may be given to materials that are of obvious educational quality, which supplement and enrich text, and reference book materials for definite school courses, and which are timely.

To review the most current information concerning special interest materials, access **district policy IAD, IABB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **STAFF CONDUCT**

All staff are expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy and administrative regulations.

## **STANDARDS FOR COMPETENT AND ETHICAL PERFORMANCE OF OREGON EDUCATORS**

### Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon law.
2. Oregon law may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by TSPC under Oregon Revised Statutes or the discipline of any licensee or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon Law.
3. The TSPC determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The TSPC will promptly investigate complaints: except when law allows delay or deferral.

### Definitions:

The following definitions apply to OAR 584-020-0000 through 584-020-0045 unless otherwise indicated by context:

1. Administrator" means any educator who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license.
2. "Competent" means discharging required duties as set forth in these rules.
3. "Educator" means any licensed or registered, or certified person, who is authorized to engage in an instructional program including teaching, counseling, school psychology, Administering and supervising.
4. "Ethical" means conforming to the professional standards of conduct set forth in these rules.
5. "Sexual Conduct" means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, or agent or a volunteer that involve a student at that are:
  - a. Sexual advances or requests for sexual favors directed toward a student or
  - b. Of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating or hostile educational environment;
6. "Sexual conduct" does not include:
  - a. Touching or other physical contact:

- (1) That is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer; and

- (2) For which there is no sexual intent.
- b. Verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board;
- c. Conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications:
  - (1) Arise out of a consensual relationship between students;
  - (2) Do not create an intimidating or hostile educational environment; and
  - (3) Are not prohibited by law, any policies of the district or any applicable employment agreements.
- 7. “Sexual harassment” means any unwelcome conduct with an individual which includes but is not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.
- 8. “Teacher” means any person who holds a teacher’s license as provided in ORS 342.125.
- 9. “Student” means any person who is:
  - a. In any grade from pre-kindergarten through grade 12; or
  - b. Twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or
  - c. Who was previously known as a student by the person engaged in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

## **STAFF DEVELOPMENT**

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, supervision of teacher trainees and other such activities.

All requests for district payment of college course tuition require prior administrative approval. All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistent with district and building goals, and job assignments. Requests require prior principal approval.

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 255 by the Teacher Standards and Practices Commission for license renewal are

the sole responsibility of the employee.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of association of educators, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of district funds.

To review the most current information concerning staff development, access **district policy GCL/GDL at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **STAFF PROFESSIONAL DRESS EXPECTATIONS**

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Employees are allowed to wear religious attire while maintaining religious neutrality and refraining from endorsing religion in the educational environment. Please contact your building administrator or supervisor for additional information/guidance.

Teaching as a professional, demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their dress habits by what is most generally acceptable in the business and professional world.

## **STAFF ETHICS**

District employees are prohibited from engaging in, or having a personal financial interest, in any activity that raises a reasonable question regarding the use of their official position in regards to their duties and responsibilities as district employees. This also applies to personal financial benefit for the district employee's relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives or members of the district employee's household will not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents, other staff, or others;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Employee's shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way;
4. No district employee may serve as a board or budget committee member in the district;
5. Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

To review the most current information concerning staff ethics, access **district policy GBC, GBC-AR, EDC/KGF at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **STAFF HEALTH AND SAFETY**



In order to assure the safety of staff and students, information and/or training are provided as necessary to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office and elsewhere in the building, as necessary, and readily available to any staff member who must handle such materials or who may have been exposed to such products.

Staff will adhere to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for bloodborne pathogens. The district's Exposure Control Plan is available through the district office.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. Employees shall not operate any machine unless guard or method of guarding is in good condition, working order, in place, and operative;
  - b. Employees shall stop any machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. Employees shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig, or other accessory.);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body, or a dump truck, etc.) until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade; or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;



5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless

To review the most current information concerning staff health and safety, access **district policy GBE, GBEBA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **STAFF INVOLVEMENT IN DECISION MAKING**

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved with the school's 21st Century Schools Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the building principal for additional information regarding possible building and district level committee work that may be available.

## **STAFF/PARENT RELATIONS**

The board encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order or parental plan that curtails the rights of the noncustodial parent.

A noncustodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. Such information will be maintained on file in the office and provided to staff, as appropriate.

Staff members with questions regarding custodial and/or noncustodial parent rights with respect to particular students should contact the district office.

To review the most current information concerning staff/parent relations, access **district policy GBH/JECAC at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **STAFF ROOM**

A staff room is provided for staff to use during break, lunch and preparation periods, as may be appropriate. All staff are expected to “pitch in” as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored activities.

Students are not permitted in the staff room.

## **STUDENT SUICIDE PREVENTION PLAN**

The district has a suicide prevention plan that includes procedures relating to suicide preventions, intervention, and activities that reduce risk and promote healing after a suicide; identification of the school official responsible for responding to reports of suicidal risks; a procedure by which a person may request a district to review the actions of the school in response to suicidal risk; methods to address the needs of high risk youth (including youth bereaved by suicide; youth with disabilities, mental illness or substance abuse disorders; youth experiencing homelessness or out of home settings such as foster care; youth identifying as lesbian, gay, bisexual, transgender, queer and other minority gender identities and sexual orientation; and youth identifying as Native American, Black, Latinx and Asian); a description of and materials for any training to be provided to school employees as part of the plan; procedures for reentry into the school environment following a hospitalization or behavioral health crisis; and a process for designation staff to be trained in a evidence based suicide prevention program.

To review the most current information concerning staff/parent relations, access **district policy JHH at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **SUPERVISION OF STUDENTS**

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in their classrooms prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage. No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency

## **SUSPECTED SEXUAL CONDUCT (Reporting Requirements)**

Sexual conduct by district employees, contractors<sup>5</sup>, agents of the district<sup>6</sup>, and volunteers<sup>7</sup> is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students of the district are subject to Board policy, GBNAA/JHFF – Reporting Requirements for Suspected Sexual Conduct with Students. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

“Sexual conduct” means verbal or physical conduct; or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involves a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent, or volunteer; and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

Any district employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer; or that another district employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the Title IX Coordinator who shall report the suspected sexual conduct to the Board chair. If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirement.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. [JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Forms \(osba.org\)](https://osba.org) All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC)

in accordance with administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When the designee receives a report of suspected sexual conduct by a contractor, or agent or a volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

An "investigation" means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses, and the person who is the subject of the report; and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of an employment contract or agreement.

If following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information regarding the appeal process. The employee may appeal the district's decision through the appeal process provided by the district's collective bargaining agreement.

If the district employee decides not to appeal the employment action or if the determination of an appeal is sustained, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records of the school employee maintained by the district. This information may be disclosed to a potential employer.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a Board member, district employee, contractor, agent of the district, or volunteer in good faith, the student will not be disciplined by the Board or any district employee, contractor, volunteer, or agent of the district.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences, if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

A district employee shall access, each school year, information and training made available by the district on prevention and identification of sexual conduct, the obligations of employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct, and appropriate electronic communications with students.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

To review the most current information concerning teaching about religion, access **district policy GBNA/JHFF**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

### **TEACHING ABOUT RELIGION**

Teachers shall be permitted to teach or present to students information concerning religions and religious beliefs, but teachers shall not promote or inhibit, openly or covertly or by subtlety, a particular religion, religious belief or nonreligious belief.

Students and staff members may be excused from participating in programs or activities which are contrary to their religious beliefs without penalty.

To review the most current information concerning teaching about religion, access **district policy IGAC**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

### **TUTORING**

No private tutoring for which a teacher receives a fee shall be allowed in a district building on district time. District facilities, materials or equipment may be used under the same conditions as this property is made available to the general public.

To review the most current information concerning private tutoring for pay, access **district policy GCQAB**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

### **UNMANNED AIRCRAFT SYSTEM (UAS) a.k.a. DRONE**

A small unmanned aircraft, as defined by law, may be operated by the district. A small unmanned aircraft must weigh less than 55 pounds, including the weight of anything attached to or carried by the aircraft and must be registered through the Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA). The district will register as a user of such with ODA.

Publicly supported K-12 school programs and publicly supported entities that support K-12 schools or after school K-12 programs are exempt from the requirement to pay the ODA registration fee.

Any employee, volunteer, or representative of the district operating an unmanned aircraft system shall do so in accordance with Board policy, all applicable FAA, ODA) regulations, and local laws.

A UAS operated at Oregon School Activities Association (OSAA) sanctioned events will do so in accordance with OSAA policies.

Prior to operating a UAS, the district will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision, and be in compliance with current FAA<sup>1</sup> regulations. District staff will not operate more than one UAS at the same time.

District employees will work with administrators to ensure that proper insurance; registration, as required by FAA and ODA; reporting to FAA, and authorization from district administration are in place prior to use as a part of the district's curriculum

To review the most current information concerning unmanned aircraft, access **district policy ECACB**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

### **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, and schedule activities or other transportation far enough in advance to avoid any nonemergency use of private vehicles. No staff member may use a private vehicle for district business without written permission from the principal. When using any vehicle while on district business, staff shall use seat belts. Failure to do so is grounds for dismissal.

To review the most current information concerning use of private vehicles for district business, access **district policy EEBB**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

### **VACANCIES/TRANSFERS**

Announced vacancies for licensed and classified positions are posted online through TalentEd, accessible via the district web page [www.wdsd.org](http://www.wdsd.org) (Employment) and in the staff room or other staff gathering places at least (7) working days for licensed and (10) working days for classified prior to closing the application period.

Vacancy postings are also located at the district personnel office. Job postings are also emailed to all staff through district email. Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and collective bargaining agreements.

### **VOLUNTEERS**

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office. Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students shall submit to a nationwide criminal records check.



The district shall require a state and nationwide criminal records check for a volunteer with direct unsupervised contact with students in the following positions:

1. Volunteer Coaches
2. Classroom/School Volunteers
3. Overnight Chaperones
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity

Any electronic communications with students by a volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a volunteer for the district is prohibited.

The use of volunteers requires prior principal approval. Forms are available in the office.

To review the most current information concerning volunteers, access **district policy IICC, GCDA/GDDA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **WEAPONS**

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person while in a school, is or within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by the district's weapons policy, shall immediately report such violation to an administrator, a designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates the district's weapons policy. Employees shall promptly report all other conduct prohibited by the district's weapons policy to an administrator.

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report in accordance with ORS 339.315(1)(b). The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

Employees shall promptly report all other conduct prohibited by the district's weapons policy to an administrator.

To review the most current information concerning weapons in schools, access **district policy JFCJ, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **WHISTLEBLOWER**

When an employee has a good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or has created a substantial and specific danger to public health and safety by



its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to encourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
  - a. Any member of the Legislative assembly;
  - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
  - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The district will use the complaint process in administrative regulation KL-AR - Public Complaints Procedure to address any alleged violations of this policy.

## **STUDENT OPERATIONAL PROCEDURES**

### **ASSEMBLIES**

Students are required to attend all assemblies. Those who refuse are to be referred to the office. All teachers are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas. Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

The assignment of students and classes to teachers is the responsibility of the building principal. Parents have the right to discuss student class assignments with student services staff and the building principal.

Any request to change a student's assignment to a particular class by a student, parent or teacher should be referred to student services staff. Any student with the proper add slip, or who has otherwise been added to a particular class by the student services office, is to be admitted to class. Teachers with questions regarding a student's placement should contact the student services office.

## **CHAPERONES**

*"Authorized adult" is an adult that has a current background check and is approved to provide supervision of students by the building principle.*

### **All chaperones must be:**

*At least 21 years old*

*Criminally screened as specified in Board Policy IICC*

*Physically able to do the job*

*Able to work well with students*

To review the most current information concerning contests for chaperones, access **district policy IICA, IICC, GCDA/GDDA, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **CLASS INTERRUPTIONS**

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the principal. Intercom/phone use is restricted to administrative use or administrative approved use only.

## **CONTESTS FOR STUDENTS**

The district shall cooperate with individuals, community organizations and agencies desiring to sponsor contests in keeping with the purposes and educational aims of the school, when such activities can be integrated into the school program without disruption or loss of instructional time for the student, and without imposing an unreasonable added workload on the staff. Participation by students in contests must be approved by the principal.

To review the most current information concerning contests for students, access **district policy IGDH, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **CORPORAL PUNISHMENT**

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

“Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ physical force upon a student when and to the extent the application of physical force is consistent with ORS 339.285-339.303. Physical force shall not be used to discipline or punish a student. A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district.

To review the most current information concerning corporal punishment, access **district policy JGA, JGAB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **DISMISSAL OF CLASSES**

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student’s next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

## **DRUG, ALCOHOL AND TOBACCO PREVENTION**

Students have a right to attend school in an environment conducive to learning. The district will not tolerate the possession, sale, distribution or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents, and other dangerous substances and drug paraphernalia), alcohol, inhalant delivery systems or tobacco products in the schools, on district property or grounds (including parking lots), on a school bus, or while participating in any school sponsored activity, whether on district property or at sites off district property.

To review the most current information concerning drug, alcohol and tobacco prevention, health education access **district policy IGAEB, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **EMERGENCY DRILLS AND INSTRUCTION**

1. The district is required to provide instruction drills on emergency procedures for at least 30 minutes each school month in accordance with the requirements of law.
2. Fire drills, will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.
3. At least two drills on earthquakes will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as “drop, cover and hold on”.
4. At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.
5. A map/diagram of the fire escape routes to be followed should be posted near the classroom doorways and reviewed with students.

Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way;
2. Close windows, turn off lights, and lock door;
3. Take attendance book;
4. Escort class to at least 100 feet from the building and take attendance. Report any unaccounted students to the principal;
5. Upon “all clear” signal, escort students directly back to class. Check attendance.

In the event of an earthquake, teachers are required to:

1. Immediately direct all students to “drop, cover, and hold on.” Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed, and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures, or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take attendance and report any unaccounted students to the administration;
5. Upon “all clear” signal, escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect head and neck.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action to the staff of the school where the safety threat occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety, and
4. An explanation of how the situation was resolved.

To review the most current information concerning emergency drills access **district policy EBCB, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **FEATURE FILMS/VIDEOS/OTHER MEDIA**

The Board recognizes the showing of commercially produced and rated feature films, videos and other media may have a legitimate purpose in a school’s educational program. Since the content of these feature films, videos or other media customarily is designed for general audience

viewing, the Board feels certain precautions should be taken to ensure the showing of particular media is consistent with the educational values espoused by the district.

The Board directs administrative regulations be developed to accomplish this objective, including the provision that parents or guardians have the opportunity to preview a film when practicably possible and that parents or guardians must give prior consent before their student views a film rated PG, PG-13 or R.

All copyrights laws must be followed.

Any media materials that are not rated are subject to the approval of the administrator prior to viewing.

To review the most current information concerning use of feature films/videos, access **district policy IIABB**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

### **FIELD/EXTRACURRICULAR TRIPS/CHAPERONES**

Field trips and other student activities involving travel may be authorized by the principal when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the principal well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers. Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgement of the student conduct guidelines to the office prior to departure for the scheduled activity.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Any out-of-state travel must be approved by the Board.

To review the most current information concerning field/extracurricular trips/chaperones/volunteers, access **district policy IICA, IICA-AR, IICC, EEAD** at [www.wdsd.org](http://www.wdsd.org) (district policies).

### **FLAG SALUTE**

A United States flag and an Oregon flag shall be displayed on or near each school building under the control of the Board or used by the district, during school hours, except in unsuitable weather and at any other time the Board deems proper. Each classroom is required to display a United States flag of an appropriate size.

Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the United States flag at least once each week by reciting *The Pledge of Allegiance*.

To review the most current information concerning flag salute, access **district policy INDB**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

## GRADING

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and parents. As a close working relationship between the district and parents is essential to the accomplishment of this goal, regular communications with parents are essential.

Teachers are expected to report, at least annually, a student's progress toward achieving academic content standards to the student and their parents. Parents will receive reports on their student's absences.

Teachers should use a variety of communication devices, including phone and personal conferences, as well as written grade reports to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Letter grades will be used as follows:

- A – Superior
- B – Above Average
- C – Average
- D – Below Average
- F – Failing
- P – Pass – Credit granted, nongraded course
- NP – No pass – Credit denied, nongraded course
- I – Incomplete

Grading will be conducted on a nine-week basis.

\*Grade reduction or credit denial based on a student's attendance may be permissible only when the student's attendance is not used as a sole criterion for the grade reduction or credit denial. Prior to a grade reduction or credit denial, teachers are required to provide notice to the student, parents, or guardians that includes the following information:

1. Identification of how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Procedures ensuring due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
  - a. Religious reasons;
  - b. A student's disability; or
  - c. An excused absence, as determined by the district's policy.

Procedures affording due process will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. Notice of such criteria must be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals as stated in the student's individualized education program (IEP).

To review the most current information concerning grading, access **district policy IKA, IKAD** at **[www.wdsd.org](http://www.wdsd.org)** (district policies).

## **HUMAN SEXUALITY, Human Immunodeficiency Virus (HIV)/Acquired immune deficiency syndrome (AIDS), SEXUALLY-TRANSMITTED DISEASES, HEALTH EDUCATION**

Human sexuality, HIV/AIDS, and sexually-transmitted infections and disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff, and others as an integral part of health education and other subjects. The HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.

Teachers are expected to notify parents of minor students in advance that the material regarding any human sexuality or HIV/AIDS/Hepatitis B Virus (HBV) will be taught. Any parent may request their student be excused from that portion of the instructional program.

A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12.

To review the most current information concerning human sexuality, HIV/AIDS, sexually transmitted diseases health education, access **district policy IGAI**, at **[www.wdsd.org](http://www.wdsd.org)** (district policies).

## **MAKE-UP WORK**

A student who has an excused absence from class is permitted to make up those assignments that they have missed. The student is expected to make arrangements with the teacher on their first day back in class for the work missed due to absence.

Any student who has an unexcused absence from school will not be allowed to make up missed work.

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up schoolwork upon their return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm, and unit examinations, without an academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

## **MEDIA ACCESS TO STUDENTS**

The media may be allowed to interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.



Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

To review the most current information concerning exemption from state requirements, access **district policy JOA & JOB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **MEDICATIONS**

Students may be permitted to take medication at school, at school-sponsored activities, while under the supervision of school personnel and in transit to or from school or school-sponsored activities.

Training will be provided by a qualified trainer to designated personnel authorized to administer medications to students within individual school buildings and while participating at school-sponsored activities, while under the supervision of school personnel, or while in transit to or from school or school-sponsored activities.

Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping, reporting of medication administration, reporting of errors in administration, emergency medical response for life-threatening side effects and allergic reactions, and student confidentiality.

An individualized health care plan will be developed for every student with a known life-threatening allergy and for every student for whom the district has been given proper notice of a diagnoses of adrenal insufficiency.

To review the most current information concerning medication of students, access **district policy JHCD/JHCDA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **MOVING CLASS/HOLDING CLASSES OUTDOORS**

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change. As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the building principal. From time to time, certain class assignments may be more appropriately conducted outdoors. Prior building principal approval is required for all such activities.

## **NON-SCHOOL-SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS**

The district does not sponsor, endorse, or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions available to students.

Students who raise funds for their personal participation in such activities may not raise moneys for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials, or facilities in conjunction with such trips or their related fund raising.

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district, which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

The counseling center may contain pamphlets, which will assist parents who have questions about selection of such activities.

### **PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district, upon the written request of the parent. The request shall include the reason(s) for the request and a proposed alternate activity.

To review the most current information concerning exemption from state requirements, access **district policy IGBHD**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION**

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused.

Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon their return to school or at such other times as may be deemed appropriate by the teacher.

To review the most current information concerning release time for religious instruction, access **district policy JEF**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

### **RESTRAINT OR SECLUSION**

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students. See board policy JGAB – Use of Restraint or Seclusion and its accompanying administrative regulation.

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to

bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued.

The use of a seclusion cell is prohibited.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
  - a. A description of the restraint or seclusion including:
    - i. The date of the restraint or seclusion;
    - ii. The times the restraint or seclusion began and ended; and
    - iii. The location of the incident.
  - b. A description of the student's activity that prompted the use of the restraint and seclusion;
  - c. The efforts to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
  - d. The names of staff of the district who administered the restraint or seclusion;
  - e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
  - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting, and;
  - g. Immediate written notification of the existence of any records related to an incident of restraint or seclusion (including photos or video recording).

If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.

A district Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:

- a. Name of the student;
- b. Name of staff member(s) administering the restraint or seclusion;
- c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;

- d. Location of the restraint or seclusion;
- e. A description of the restraint or seclusion;
- f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
- g. A description of the behavior that prompted the use of restraint or seclusion;
- h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
- i. Information documenting parent or guardian contact and notification.

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting, and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.

The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon Department of Human Services (DHS) and written notification of the incident must be provided to the DHS within 24 hours of the incident.

The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the superintendent, to the Superintendent of Public Instruction and, if applicable to the union representative for the affected person.

The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

The district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

Use of restraint and/or seclusion in an emergency with a student who does not have restraint or seclusion as a part of their IEP or Section 504 plan is subject to all of the requirements established by Board policy JGAB - Use of Restraint or Seclusion and its administrative regulation with the exception of those specific to plans developed in an IEP or Section 504 plan.

To review the most current information concerning use of restraint and seclusion, access **district policy JGAB, JGAB-AR at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **RESUSCITATION DECISIONS/LIFE –SUSTAINING EMERGENCY CARE**

No staff member may comply with any directive from parents or others, written or verbal, that

life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death.

Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.  
(Per District Crisis Management Plan)

## **RETENTION OF STUDENTS**

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

A recommendation for retention or promotion of a student will be made only after prior notification and explanation to the student's parent or guardian.

The final decision for promotion or retention will rest with building principals.

To review the most current information concerning use of restraint and seclusion, access **district policy IKE**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

## **STUDENT ACTIVITY FUNDS**

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the building principal.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff advisor. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds.

To review the most current information concerning student activity funds, access **district policy IGDG** at [www.wdsd.org](http://www.wdsd.org) (district policies).

## **STUDENT CONDUCT**

All students are to comply with district policies and administrative regulations, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day and during school-sponsored activities.

In addition to adopted Board policies governing student conduct, school rules specifying student conduct expectations have been established. These regulations rules apply to actions which occur

on district property; at any district-sponsored activity regardless of location; or when traveling to or from school or district-sponsored activities on transportation provided or approved by the district; at the bus stop; or whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

A student handbook, code of conduct or other document shall be developed and distributed to parents, students and employees. Each school shall publish any additional rules specific to the school and distribute it to students and parents. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy, administrative regulations, and school rules governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and made available to parents.

To review the most current information concerning student conduct, access **district policy JFC**, at **[www.wdsd.org](http://www.wdsd.org)** (district policies).

## **STUDENT DETENTION**

The building principal may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home.

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted. Students who are detained after school are not to be left unsupervised during their detention.

## **STUDENT DISCIPLINE**

Student discipline, whether in the classroom, building, district grounds, or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions are listed in the *Student/Parent Handbook*. Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible are shown through research to be effective.

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion.

The following behavior referral process has been established to assist staff in dealing with student misconduct:

#### Minor Violations:

- Step 1 With the first offense, the staff member describes the inappropriate behavior, provides an opportunity for the student to be heard, describes appropriate behavior, if necessary, and informs student that subsequent violations will result in a parent contact by the teacher. Document with student's response and signature.
- Step 2 With a second offense, the staff member describes the inappropriate behavior, provides the student with an opportunity to be heard, describes appropriate behavior, if necessary, and informs the student that they are now on Step 2. Contact parents with details and inform parents and student that further violations [of the same rule] will result in a referral to the office for disciplinary action. Document with student's response and signature.
- Step 3 With a third offense, the staff member confronts the student, describes the inappropriate behavior, provides the student with an opportunity to be heard, and if necessary, document with student's response and signature. Submit form to the office for administrative action.

#### Severe Violations:

All students with severe violations are to be referred to the office immediately. A complete student incident referral form must be submitted at the time the student is sent to the office. If a student refuses to report to the office as directed or the teacher deems it necessary for the student to be accompanied to the office, the office should be contacted for administrative assistance.

Each student who is being provided educational services through an Individualized Education Program (IEP) is subject to district discipline regulations unless, as provided by law, specific behavioral concerns are addressed as part of the student's IEP. Teachers are expected to work cooperatively with special education staff to resolve any concerns regarding the conduct and discipline of a student with disabilities. Any discipline imposed will be in accordance with Board policy JGDA - Discipline of Students with Disabilities.

To review the most current information concerning student discipline, access **district policy JG & JGDA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

### **STUDENT DISMISSAL PRECAUTIONS**

No district staff may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal or designee.

A student will not be released to any person without the approval of their parent or guardian or as provided for in Oregon Revised Statutes.



The principal will develop procedures for parents requesting to pick up their student from school prior to the scheduled end of the student's day.

To review the most current information concerning student dismissal, access **district policy JEDB**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

## **STUDENT/PARENT HANDBOOK**

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year. All staff is expected to familiarize themselves with the general information, administrative regulations and procedures pertaining to students as set forth in the student/parent handbook and in Board policy.

## **STUDENT PERFORMANCES**

Teachers are encouraged to arrange for individual students and groups to provide public performances when such performances contribute to the educational process and are consistent with district and course goals.

All performances involving students must be approved by the principal and may not interfere with other scheduled activities or classes within the school.

The extended use of one particular group of students is generally discouraged.

Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

To review the most current information concerning student performances, access **district policy IGDD**, at [www.wdsd.org](http://www.wdsd.org) (district policies).

## **STUDENT SUICIDE PREVENTION PLAN**

In accordance with Oregon Senate Bill 52 (Adi's Act) and WDSB policy JHH, the district has developed a comprehensive student suicide prevention plan for students in kindergarten through grade 12. It is available online and at the district's main office. The plan can be viewed or downloaded from the WDSB webpage under Public Notices

[WDSB Suicide Prevention Plan.pdf](#)

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Transportation of students will be by the district's transportation system or by a district employee's vehicle, properly insured, except as provided below.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the principal designee, granting permission for the student to participate in the field trip/activity and

to ride in a privately-owned vehicle;

3. The parent, employee or other adult drive the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the State of Oregon and as set by the district;
4. The vehicle contains an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

No student is to be permitted to perform district business with their own vehicle, a staff member's vehicle or a district-owned vehicle.

To review the most current information concerning student transportation in private vehicles, access **district policy EEAE, EEBB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **STUDENT WITHDRAWAL FROM SCHOOL**

When it becomes necessary for a student to withdraw from school for any reason, the school office must be notified. A withdrawal slip must be completed and all necessary requirements fulfilled before withdrawal is complete.

Prior to the student leaving school, the district will propose in writing to the student or the student's parent or guardian appropriate, accessible alternative programs of instruction.

To review the most current information concerning student withdrawal from school, access **district policy JECE at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **VISITORS**

Students shall not be permitted to bring visitors to school without prior approval of the principal. Any unauthorized person on district property shall be reported to the principal or superintendent. The person may be asked to leave. Law enforcement may be called if the situation warrants such measures.

To review the most current information concerning visitors to district facilities, access **district policy KK, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

# **SPECIAL PROGRAMS**

## **ALTERNATIVE EDUCATION PROGRAM**

Alternative education programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; who have not met or who have exceeded all of Oregon's academic content standards; when the district determines that the placement serves the student's educational needs and interests, and assists the student in achieving district and state academic standards; or when a public or private alternative education program is not otherwise readily available or accessible. The involvement of staff, parents, and the community in recommending alternative education programs for Board approval is encouraged.

Teachers with questions concerning available alternative education programs should contact the principal.

To review the most current information concerning alternative education, access **district policy IGBHA, IGBHB, IGBHC at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **ASSESSMENT PROGRAMS**

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Each year the district shall determine each student's progress toward achieving federal, state and local achievement requirements.

The district's assessment program consists of the following:

1. Criterion-reference assessments, including performance-based assessments, content-based assessments, and other valid methods as may be required by state and federal requirements;
2. Assessments of Essential Skills;
3. Individual diagnostic and ability evaluations in all grades when students have been referred and parental permission obtained;
4. Assessments by individual teachers;
5. Optional schoolwide and grade level-wide assessments, as recommended by the superintendent and as approved by the board.

A student may opt-out of the Smarter Balanced and/or alternate Oregon Extended Assessments in English language arts and mathematics as provided in state law. The district shall provide the required notice and necessary forms to the student. The district shall provide supervised study time for students who are excused from participating in the assessment. A student may be excused from the Oregon Statewide Assessment Program for disability or religious reasons. Parents and adult students will be provided the required notices that include a time frame in which statewide assessments will take place, and an adult student's or parent's right to request an exemption from the statewide summative assessments.

To review the most current information concerning assessment programs, access **district policy IL at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **BILINGUAL EDUCATION - ENGLISH LANGUAGE LEARNERS**

Students whose primary language is a language other than English are provided appropriate assistance through the district's English as a Second Language Program (ESL) until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction. Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the building principal.

## **COUNSELING PROGRAM**

The district's counseling and guidance program is designed to involve all staff and parents in the educational, personal/social, and career development of students.

Counselors or child development specialists may provide such services as academic counseling for students and parents, including assistance and information in the areas of scheduling, forecasting, assessments, alternative education programs, progress toward meeting local and state graduation requirements, scholarship and college entrance requirements, and identification of district, community, and statewide resources for students with academic personal/social or other needs.

Counselors or child development specialists are also available to assist students with academic, social, and personal problems; and define and arrive at positive solutions through a variety of conference settings.

Students generally schedule appointments to see a counselor through the counseling office. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments.

Teachers may refer a student to a counselor by contacting the counselor directly or by completing a referral form, available in the office. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.

Counselors, child development specialists, and teachers with counseling responsibilities are expected to fully respect the right of privacy of those with whom they enter counseling relationships.

Records will be kept confidential except as allowed or required by law.

To review the most current information concerning crisis prevention and response, access **district policy IJ at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **CRISIS PREVENTION AND RESPONSE**

The district recognizes that schools are subject to a number of potentially disruptive events. These events include major crisis. No school is immune no matter the size or location. Being prepared for crisis can enhance the district's effectiveness in responding to smaller incidents. The district knows that schools cannot be sanctuaries. The challenge, however, is to protect students

and staff as much as possible in an increasingly violent world.

To review the most current information concerning crisis prevention and response, access **district policy JHHA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **HEALTH-SERVICES PROGRAMS**

The district has established a health-services plan that describes the district's health services program for all students.

The district's school nurse is available as a resource to teachers in securing appropriate information and materials on health-related topics.

All staff will be informed of their responsibilities in these areas within the plan.

To review the most current information concerning student health services and requirements, access **district policy JHC, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **HOMEBOUND INSTRUCTION**

Homebound instruction is provided to any student whose health or impairment causes them to be absent from school for at least 10 days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction.

The amount of instructional service provided will be related to each student's educational needs and physical and mental health.

Teachers are expected to cooperate with counselors, students and parents to provide such assignments/homework as may be necessary to help students maintain satisfactory progress during the student's temporary absence from school.

To review the most current information concerning homebound instruction, access **district policy IGBHA and IGBHB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **HOME TUTORING SERVICES**

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 10 consecutive school days.

A physician's statement substantiating such absence is required in order for the district to authorize home tutoring.

The home tutor will work with the student's teacher(s) to provide the necessary instructional support needed to help the student maintain their academic progress.

To review the most current information concerning home tutoring services, access **district policy IGBHA and IGBHB at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **LIBRARY/MEDIA SUPPORT SERVICES**

Teachers should contact media staff for assistance in obtaining audiovisual materials and equipment, computer software, video recordings, and other instructional media materials maintained by the district.

Additional supplemental materials may also be available through the local education service district and/or state library system.

A professional collection of books and current periodicals is also available for staff use in the media center. Materials may be checked out through media staff.

Teachers may schedule with staff to bring entire classes to the media center for project work, as appropriate. Individual students may be admitted for specific project work during class time with a note from the student's teacher.

## **MEAL PROGRAMS**

The district participates in the National School Lunch, School Breakfast, Summer Food Service (SFSP), Child and Adult Care Food Program (CACFP) and Commodity Programs.

All students enrolled in the district are now eligible for free breakfast and lunches through the Community Eligibility Participation program through the Department of Education.

To review the most current information concerning meal programs, access **district policy EFAA at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **PREGNANT/PARENTING STUDENTS**

The district advocates the right to continued public education for all pregnant and parenting students. The district shall not discriminate in its education program or activity against any student based on their current, potential, or past pregnancy, parenting, or related conditions. No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood. A pregnant and/or parenting student will be encouraged to continue with their educational program and to participate in all school-sponsored activities unless.

Teachers are expected to work cooperatively with counselors, parents and students in the development of individualized plan or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regular-provided school program.

To review the most current information concerning pregnant/parenting students, access **district policy JFE at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **SPECIAL EDUCATION SERVICES**

Students' kindergarten through 21 years of age living in the district that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free appropriate public education (FAPE). The related services and educational programs provided are designed to meet the needs as specified by the student's individualized education program (IEP).

Special classes, separate schooling or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general curriculum.

Placements are made by the building's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program, or, if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student's special education teacher or a special education provider; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student's disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate, and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law.

Subject to federal laws related to the confidentiality of educational or health records, all district employees assigned to work with a student with specialized needs to assist the student with the educational, behavioral, medical, health or disability-related support needs of the student must:

1. Have access to the individualized education program, 504 Plan, behavior intervention plan, medical support protocols or any other documentation related to the school district employee's responsibilities to assist with the student's educational, behavioral, medical, health or disability-related support needs.
2. Be consulted with when the education plan for the student is being developed, reviewed or revised, including being invited to, and compensated for attending, meetings regarding:
  - a. The student's individualized education program, 504 Plan or behavior intervention plan; or
  - b. The student, when the decisions made and issues discussed are related to the responsibilities of the school district employee to support the student or when the school district employee has unique information about the student's needs and present level of performance.

All district employees assigned to work with a student with specialized needs to carry out duties related to the implementation of an individualized education program, 504 Plan, behavior intervention plan or medical support protocol must be provided by the school district with adequate training to safely carry out each of the specialized duties assigned to the school district employee.

Teachers with questions regarding the referral and placement process should contact a special education staff member and the building principal. All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies, and grading as necessary to meet the needs of a student's IEP.

To review the most current information concerning the special education program, access **district policy IGBA, IGBAF, IGBAJ at [www.wdsd.org](http://www.wdsd.org)** (district policies).



## **TALENTED AND GIFTED PROGRAMS (TAG)**

The district has developed a written plan for the identification of, and provisions for programs and services for, academically talented and/or intellectually gifted students. This process of identification shall include as a minimum:

3. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
4. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
5. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
  - c. Students who are racially/ethnically diverse;
  - d. Students experiencing disability;
  - e. Students who are culturally and/or linguistically diverse;
  - f. Students experiencing poverty; and
  - g. Students experiencing high mobility.
6. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
7. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

Each teacher will receive a list of identified talented and gifted students assigned to their classroom. Teachers are expected to modify curriculum, instructional strategies, and grading, as may be necessary, to meet the needs of identified students.

The district has established an appeal process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration. A complaint procedure has been developed for a person who resides in the district or a parent of a student attending school in the district to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students.

Staff should refer parents with questions to the principal.

To review the most current information concerning the talented and gifted program, access **district policy IGBB, IGBBA, IGBBC, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

## **TEACHER/STUDENT ADVISOR PROGRAM**

Douglas High School and Winston Middle School provide teacher/student advisor programs, which meet regularly to address student progress. During advisory groups students and teachers analyze portfolios, transcripts, and other student related records. Lifelong Guidelines and Life

Goals are addressed in advisory programs.

## **TITLE IA PROGRAMS AND MIGRANT EDUCATION**

In order to help meet the needs of disadvantaged students, the district participates in Title IA programs that provide basic skills instructional services for educationally disadvantaged students in grades K-12 and who live in targeted low-income areas. Students identified in need of Title IA services are provided instruction on a daily schedule, as appropriate. Title IA staff will meet with individual teachers regarding scheduled instruction.

Children with disabilities and Limited English Proficient students are eligible for Title I-A services on the same basis as other students who are selected for services. Teachers with questions or concerns regarding student placement or scheduling in this program should contact the building Title IA staff.

The district also participates in Title IC programs that provide services to students in migrant situations.

To review the most current information concerning the title IA program, access **district policy IGBC, at [www.wdsd.org](http://www.wdsd.org)** (district policies).

# Winston-Dillard Schools

## DHS Child Abuse Referral Form

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Birthday: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Siblings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade/Teacher: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Referral to DHS:

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Name of DHS Intake Person:

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Date Reported to DHS

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Referring Person:

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\*Please return form to Building Administrator

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